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Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050002-5

21 JUN 1979

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Personnel

SUBJECT:

Office of Personnel Report --  
Week Ending 20 June 1979 (U)

1. Summer-Only Day: We are now planning this year's Summer-Only Day. Plans call for it to be held 13 July 1979 in the Auditorium. The Director of Central Intelligence will address the summer employees again this year. We also plan to have several other speakers this year in addition to a luncheon in the Rendezvous Room. (U/AIUO)

2. Summer-Only Employees: As of 15 June 1979, we have entered on duty over 200 Summer-Only employees. A total of 262 are expected to enter on duty; 121 for DDA 75 for DDO, 25 for DDS&T, 36 for NFAC and 5 for the DCI area. (U/AIUO)

3. Retirement Activity: The figures shown below depict the total retirement activity for the period from 1 May through 31 July 1979. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for discontinued service or "involuntary" retirement. Thus of 100 persons to depart by 31 July 1979, 28 are going under the discontinued option.

|              | <u>Civil Service</u> | <u>CIARDS</u> | <u>TOTAL</u> |               |
|--------------|----------------------|---------------|--------------|---------------|
| Retired      | 21 (4)               | 16 (3)        | 37           | (7)           |
| Signed to go | 27 (13)              | 46 (8)        | 73           | (21)          |
| Total        | 48 (17)              | 62 (11)       | 110          | (28) (U/AIUO) |

WARNING NOTICE

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4. Recruitment

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a. [REDACTED] recruiter, has arranged with the Southwest Regional Office of the United Negro College Fund to be interviewed on a radio talk show concerning the Agency's recruitment program and the career opportunities we offer. [REDACTED] will be joined in the interview by [REDACTED] our minority recruiter, who is on detail from the Science and Technology Directorate. The talk show will be transcribed on 25 June 1979 and will be about 15 minutes in length. After taping, the talk show will be broadcasted on some 15 black radio stations throughout the Southwest. (U)

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b. [REDACTED] reported that on 15 June 1979 he conducted a three to four minute telephone interview on the Agency's recruitment program and our requirements with Mr. Steve Coleman, a disc jockey with KIKK in Houston, Texas. [REDACTED] reports that the interview went extremely well and should result in some good publicity for us. (U)

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c. [REDACTED] has also arranged with Mr. Eric Anderson, the general manager of WNOE, a black radio station in New Orleans, for the broadcasting of either a short interview on employment opportunities with us or a public service advertisement covering our recruitment requirements. (U)

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5. Recall Approved: The recall to active duty of

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[REDACTED]  
[REDACTED] has been extended until 31 August 1979. (S)

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6. Foreign Service Act of 1979: [REDACTED], Chief, Programs and Procedures Staff, attended a meeting on 14 June 1979 of the Inter-Directorate Task Force which was established to review the proposed legislation concerning the reorganization of the Foreign Service. The committee reviewed the latest draft of the Foreign Service Act of 1979 which had just been received from the Office of Management and Budget along with a request for our comments concerning the Bill by 15 June 1979. The committee also reviewed a letter which had just been received by the Director of Personnel from Ambassador Harry Barnes, Director General of the Foreign Service, which was in response to the Director of Personnel's letter of 21 May 1979 outlining the Agency's concerns regarding certain provisions of the draft legislation. (U/AIUO)

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7. Ethics in Government: In connection with the Ethics in Government Act, personnel of the Position Management and Compensation Division prepared a listing for the Office of General Counsel of Agency GS-17, GS-18, SPS and EP positions containing statements of position responsibilities for each job and whether designated or exempt from the Act. (U/AIUO)

8. NAPA Project Group: The NAPA Project Group had their orientation briefing on 20 June 1979 relative to the charge they have for developing actions based on recommendations taken from the NAPA Report. (U/AIUO)

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10. Combined Federal Campaign: Last year's Combined Federal Campaign was conducted from Room 317 Ames Building. Recently the Office of Geographic and Cartographic Research acquired that room and converted it into a library. Logistics has set aside space in Room 315 Ames Building to be used during this year's Campaign. Arrangements have been made to move safes and file cabinets to the new location. (U)

11. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

12. Rehired Annuitants: See attached report. (C)

#### COMING EVENTS

We plan to continue informal evaluation of the Performance Appraisal Handbook. (U)

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EA/OD/Pers [REDACTED]:kav  
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (13 to 19 June 1979) (U)

DDO

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[REDACTED]

- Independent Contractor,  
EUR Division, six month  
extension (C)

DDA

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[REDACTED]

(P) -

Contract Employee, O/DDA,  
terminated 30 June 1979 (C)

WARNING NOTICE  
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AND METHODS INVOLVED

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